# Purpose

This Checklist can be used to support the handover of goods and services contracts from the sourcing phase to the contract management phase. Alternatively, public authorities can develop their own contract handover checklist.In accordance with the Contract Management Policy, a contract handover checklist is required for all routine, complex and strategic contracts, to ensure effective contract handover has been completed.

# Contract Handover

At the end of the sourcing phase, the staff member responsible for leading the procurement process should undertake a contract handover with the person(s) responsible for ongoing contract management (the Contract Manager). This is particularly important where the Contract Manager has not been involved in the planning or sourcing process.

The contract handover process supports the efficient and effective sharing of information, and handover of responsibility.

# Persons Involved

The responsibility for leading the contract handover may vary depending on the public authority’s Internal Procurement Framework. The same person may have more than one role.

**Example.**

|  |  |  |
| --- | --- | --- |
| **Role** | **Acronym** (per Appendix 1) | **Descrription** |
| Governance Committee | **GC** | A committee established to oversee contracts of high value, risk or complexity. |
| Procurement Officer | **PO** | Person responsible for leading the procurement process including planning and sourcing. |
| Contract Owner | **CO** | Person responsible for:* the strategic oversight of the contract, and achievement of outcomes;
* appointing contract management roles;
* approving the contract management plan;
* the budget/cost centre that funds the contract; and
* approving contract payments and variations.
 |
| Contract Manager | **CM** | Person responsible for the ongoing, day-to-day management of the contract and contract performance. |

# Appendix 1: Example Contract Handover Checklist

It important to note that this is **an example only** and suggested tasks are not necessarily in sequential order for that phase. Tasks and responsibilities may vary depending on a public authority’s Internal Procurement Framework.

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Contract Handover Task | Responsibility | Together with / Supported by |
| Sourcing (post evaluation, pre-contract execution – *note – some of these can and should be considered as part of the Procuremnet Planning phase*) | * Review and update Complexity Assessment of the contract
 | CO | PO |
| * Appoint Contract Manager
 | CO | - |
| * Identify if a Contract Governance Committee is necessary and how they will oversee the contract
 | CO |  |
| * Review contract alongside the initial business case and needs analysis
 | CM | - |
| * Review contract alongside the risk assessment / risk management plan undertaken in the planning and sourcing phase of the procurement process
 | CM | PO |
| * Review and understand the scope and expected outcomes for the contract, including performance measures
 | CM | - |
| * Discuss and document agreed deviations/variations from the specification prescribed in the market documentation
 | PO | CM |
| * Discuss and document any other issues/important information identified through the procurement process (particularly the contract negotiation phase)
 | PO | CM |
| * Develop the Contract Management Plan
 | CM | PO |
| * Approve the Contract Management Plan
 | CO | - |
| Contract Execution | * Arrange for the contract to be executed by the authorised person
 | PO | CO |
| * Record the contract on the public authority’s Contract Register / Contract Management System
 | PO / CM | - |
| * Disclose contract in accordance with Premier and Cabinet Circular [PC027 Disclosure of Government Contracts](https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars/PC114_Government-Real-Property-Management.pdf)
 | PO / CM | - |
| Contract Handover | * Provide key contract details of supplier
 | PO | CM |
| * Provide access to tender documentation[[1]](#footnote-1)
	+ Market Documents
	+ Supplier Response/Offer
	+ Supplier certificates of currency of insurances
* Provide access to other important documentation such as the risk assessment
 | PO | CM |
| * Discuss Post Sourcing Review findings / learnings
 | PO | CM / CO |
| * Document Post Sourcing Review
 | PO | - |
| Contract Transition | * Develop Contract Transition and Implementation Plan
 | CM |  |

1. Recognising the importance of adhering to confidentiality as outlined in the Probity and Ethical Procurement Guideline and recognising that the enforceable obligations lay in the contract, rather than the supplier’s response/offer [↑](#footnote-ref-1)